

# ACCOUNTING SPECIALIST \*

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

The Accounting Specialist associate's degree program is designed to meet the needs of those students who intend to seek employment in the accounting field or who are presently employed and desire to complete additional accounting courses beyond the diploma level. Graduates from this program will seek positions as Accounting Clerks, Accounts Payable/Receivable Specialists, Personal Income Tax Clerks, Collection Clerks, and Professional Bookkeepers. This program amplifies the student's understanding of the role of accounting in business operations with a special emphasis on combining accounting theory and practice with the microcomputer. The curriculum is highlighted by several advanced computerized accounting classes, and graduates of the program will be encouraged to sit for the *Certified Bookkeeper* (CB) national certification.

Upon successful completion of this program, students should be able to

- analyze accounting, financial, and statistical data for use in management decision making;
- discuss correct planning and timely implementation of payroll taxes;
- explain financial statements and utilize computerized systems to process financial data;
- demonstrate an understanding of consumer behavior as it relates to accounting procedures;
- demonstrate proficiencies to sit for the Certified Bookkeeper (CB) Certification;
- document financial understanding in the context of business planning, professional bookkeeping, and accounting practices;
- identify planning and completion procedures of individual federal income taxes; and
- coordinate a successful job search.

## FOUNDATION:

	Quarter Credit Hours
AOM 1010 Keyboarding.....	4
AOM 1100 Word Processing.....	4
EDU 1010 Learning Framework .....	4
EDU 1020 Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>	<b>16</b>

## AREA OF CONCENTRATION:

AOM 1200 Spreadsheets.....	4
AOM 2230 Intermediate Spreadsheets .....	4
BUS 1000 Introduction to Business.....	4
BUS 1410 Principles of Accounting I.....	4
BUS 1420 Principles of Accounting II .....	4
BUS 1460 Computerized Accounting .....	4
BUS 1470 Computerized Payroll Accounting .....	4
BUS 2300 Individual Federal Tax Accounting .....	4
BUS 2350 Intermediate Accounting I .....	4
BUS 2490 Advanced Computerized Accounting.....	4
BUS 2540 Certified Bookkeeper Exam Review .....	4
BUS 2590 Business Accounting Simulation .....	4
<b>Total Minimum Required Area of Concentration Credits .....</b>	<b>48</b>

## AREA OF CONCENTRATION ELECTIVES:

A minimum of 8 credit hours are to be selected in consultation with the Program Director from approved accounting and business courses completed at Virginia College or transferred from another accredited institution.

**Total Minimum Area of Concentration Elective Credits .....** 8

## GENERAL EDUCATION:

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 quarter hours as indicated below:

Communications.....	12
Humanities and Fine Arts.....	4
Mathematics.....	4
Social and Behavioral Sciences.....	4
<b>Total Minimum Required General Education Credits .....</b>	<b>24</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED.....** 96

*\*This program is also available through online delivery.*